eRA Commons Personal Profile Module User Guide

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CONTACT US

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Troubleshooting support:

Please contact the eRA Service Desk:

Toll-free: 1-866-504-9552

Phone: 301-402-7469

TTY: 301-451-5939

Web: https://grants.nih.gov/support (Preferred method of contact)

Email: commons@od.nih.gov (for Commons Support)

Email: helpdesk@od.nih.gov (for IMPAC II Support)

Hours: Mon-Fri, 7:00 a.m. to 8:00 p.m. Eastern Time

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DOCUMENT HISTORY

Date	System Version	Document Version	Description of Change	Author
7/19/13	Commons 3.8.0.2	1.0.0	Initial release	eRA Communications
1/31/14	Commons 3.11.0.7	1.1.0	Updated: Publications, Education, and Reviewer sections	eRA Communications
2/5/2015	Commons 3.18.0.13	1.2.0	Updated to reflect changes made during the January 2015 quarterly release	eRA Communications
08/22/2017	Commons 3.31.07	1.2.1	Changed Personal Profile - Education section to update "Residency" to "Post-Graduate Clinical Training"	eRA Communications

The most current version of this document will be available on the eRA website: http://era.nih.gov.

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LIST OF FIGURES

1 eRA Commons Personal Profile Module

The Personal Profile module in Commons is the central repository of information for all Commons registered users. It is designed so that individual eRA system users hold and maintain ownership over the accuracy of their own profile information. This profile information is then integrated throughout eRA's systems and used for a variety of agency business such as peer review, application data, and trainee data.

NOTE: You can delegate the authority to maintain your profile to other users within your institution.

The personal profile is divided into sections of information and includes:

- **Name and ID**: Personal information such as name, contact information, date of birth
- **Demographics**: Race, ethnicity, gender
- **Employment**: Current employment and past employment history
- **Reviewer Information**: Reviewer work address for those users performing tasks in IAR as a Reviewer
- **Trainee Information**: Trainee permanent address for those with Trainee roles using the xTrain module
- **Education**: Degree and Post-Graduate Clinical Training Information
- **Reference Letters**: Letters of reference submitted to NIH
- **Publications**: Access to MY NCBI, at which publications can be viewed

NOTE: Depending on your Commons role, you might not have access to all sections of the Personal Profile.

The information found in this user guide also is available as online help (https://era.nih.gov/erahelp/ppf).

1.1 Selecting a Profile to Edit

Any active Commons user can grant another active user the ability to enter his Personal Profile by delegating PPF authority. If you have been designated with this authority, you must select which profile you wish to access.

After selecting the **Personal Profile** tab from the Commons menu, you will be instructed to choose a profile for editing.

Select a name from the **Profile to Edit** drop-down list and click the **Select Profile** button. The profile of your selected person displays and changes made will be reflected on that profile.

To switch profiles, select the **Personal Profile** tab again and choose a different profile from the list.

1.2 Personal Profile Summary

The *Personal Profile Summary* page provides access to viewing and editing the different components of the Personal Profile.

1.2.1 Dashboard

The left side of the summary page contains the dashboard of user information including user name, ID, and a list of user roles; update and access information for the Personal Profile and for eRA Commons; and eRA Service Desk contact information.

Personal Profile Information:

- Name of the personal profile
- List of roles associated with the personal profile
- Person ID associated with the personal profile

Personal Profile Navigation Links

The largest block of information in the left side column is the set of navigation links for each of the components of the Personal Profile.

- **Name and ID**
- **Demographics**
- **Employment**
- **Reviewer Information**
- **Trainee Information**
- **Education**
- **Reference Letters**
- **Publications**

Next to each link is a status indicator, providing a visual indication of whether all required fields for that component are complete. A green check indicates that the information is complete, while a red X informs that information is missing. The status indicators are updated each time you save the personal profile. Selecting a link opens the corresponding component of the personal profile in a read-only view mode.

NOTE: The links displayed in the left column vary depending on your user role. Not all profile components are available for all Commons users. If you are affiliated with multiple institutions and hold different roles at each, your profile will display the components applicable for all roles across affiliations.

Update and Access Information:

- **Profile Updated**: system displays date when the user last performed a save on the Personal Profile
- **Change your password**: Date when password will expire plus a link for accessing the *Change Password* feature

eRA Service Desk Information

Includes the hours, phone numbers, and web address for contacting and creating a ticket for system support.

1.2.2 Main Section

The main section of the *Personal Profile Summary* displays profile information for each component in expandable and collapsible tiles. Each component contains certain required information. If any of this information is missing from a section, a message displays across the top of the screen as well as in the header for the incomplete component.
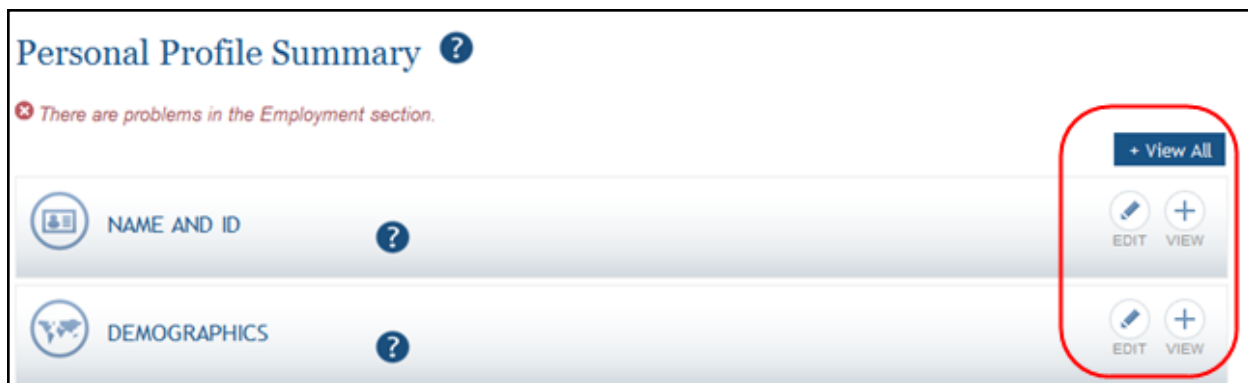
You can expand the component tiles partially for viewing (read-only) or entirely for editing. Tiles can be expanded:

- By selecting the **View All** button to expand all components
- By selecting the **View** button in a specific header to expand that individual component
- By selecting the **Edit** button to update the component

Tip: If you are using Internet Explorer and a tile of the Personal Profile does not expand correctly, try clicking the Compatibility View button on your browser's address bar.

1.2.3 Personal Profile Online Help

Select any of the question mark icons ('?') within the Personal Profile to access content specific help. The help icons are located on the *Personal Profile Summary* page heading as well as within each component's heading and will lead you to a help topic specific to the icon you selected (e.g., the icon on the **Name and ID** heading opens the help topic pertaining to **Name and ID** component of the Personal Profile).

The online help is also accessible by entering the following URL into your browser: http://era.nih.gov/erahelp/ppf

1.3 What's the Difference Between View and Edit?

The Personal Profile provides you two ways to access your information: view mode and edit mode.

1.3.1 Viewing the Information in Your Profile

View mode provides a read-only summary of the information within a specific component of the profile. In view mode, not all maintained fields are displayed. There are several methods for viewing the components of your profile:

- Select a link from the dashboard on the left side of the *Personal Profile Summary* screen to view that component's summary
- Select the **View** button from the header of an individual component to view that component's summary (select **Close** to hide it). When you select **View**, the current topic collapses when the selected one expands.
- Select the **View All** button to display the summaries of all components of your profile (select **Hide All** to hide them)

1.3.2 Editing the Information in Your Profile

You can edit any available component of your profile by selecting the **Edit** button on the section's header. This expands the tile and displays the fields for editing. You can then update the information as necessary.

NOTE: Not all components can be edited. Those components do not have an **Edit** button.

Keep in mind that when you select the **Edit** button for a component, it places you in edit mode for all components of your profile. While in edit mode, you can continue updating the other components of the profile by selecting the **View** button for each one, which collapses the tile of the current component you are editing and expands the one you have selected.

As in the view mode, if you'd like to expand all tiles for editing at the same time, use the **View All** button at the top of the profile.

When you are done editing your profile, select the **Save All** button. This is the only method of saving the changes you've made. Selecting **Save All** keeps you in edit mode, so you can keep saving your work along the way.

NOTE: Hiding or closing individual components of the profile is not the same thing as saving the information. If you navigate away from the personal profile, your changes will be lost. You must select the **Save All** button to save your changes!

If you wish to discard your changes, select the **Discard Changes** button, then select **Yes** from the confirmation pop-up message. Keep in mind that any information you've added since the last time you hit **Save All** will be discarded when you hit the **Discard Changes** button!

Refer to the help topics for each individual profile component to see what fields are available for editing.

2 Name and ID

The **Name and ID** component of the Personal Profile allows you to view, add, or update your:

- Name
- Email address
- Preferred address information for all communication generated from Commons
- Identification information to differentiate you from other Commons users with a similar name
- Citizenship status

All Commons users have access to the **Name and ID** component of the Personal Profile.

2.1 Viewing Name and ID

You can view the information in the **Name and ID** component of the profile by:

- Selecting the **Name and ID** link from the left side dashboard of the *Personal Profile Summary*
- Selecting the **View** button from the **Name and ID** component tile header

The information displays as read-only.

- **Name**
- **Username**
- **eRA Person ID**
- **Email for Account-Related Communications**
- **Contact Information for Commons Communications**

2.2 Editing Name and ID

Select the **Edit** button on the **Name and ID** header to display all the editable fields available in this component of the Personal Profile. The following fields are available for editing:

Name

- **Prefix**: Select a choice from the drop-down list.
- **First Name** (required): Enter your first name.
- **Middle Name**: If you have a very common name, it is helpful to enter your middle name.
- **Last Name** (required): Enter your last name.
- **Suffix**: Select a choice from the drop-down list.

Email Address

- **For account-related communications**

  Enter the email address at which you prefer to receive communications from Commons

about managing your profile, including reminders for re-setting your password. This will also be the addresses used if no other means of reaching you is provided. Required field.

- **Replace other email addresses?**

    Select this checkbox if you would like this account-related communications email address to replace the email address(es) you provided for Grants Communication and Reviewer Correspondence in the other sections of the Personal Profile. Required field.

Address for Grants-Related Communications

- **Use contact information from current job**

    Select a job from the drop-down list.

    Remember: you can update your jobs on the **Employment** section of the profile. A link to **Employment** is provided next to this field.

Identification

- **Date of Birth** (required)

    Enter your date of birth in the format MM/DD/YYYY or select the calendar icon to search for and select the date.

- **SSN** (optional)

    Enter the last four digits of your Social Security Number (SSN) to help eRA identify you better.

> **IMPORTANT:** As a security measure, the **Date of Birth** and **SSN** fields are only editable if blank or filled with all zeroes. Once populated with other data, these fields become read-only to prevent accidental updates to the wrong person profile. Should you need to make changes to either of these fields and cannot, contact the eRA Service Desk for assistance.

Citizenship Status

- **What country are you a citizen of?** (required)

    Select a country from the drop-down list.

- **Citizenship Status** (required)

    Select the appropriate radio button.

When you are done with your edits, select the **Save All** button at the top or bottom of the profile to save your changes.

> **IMPORTANT:** As a security measure, after if you are updating the value of a previously entered email address, date of birth, and/or Social Security Number, Commons will send an email to the former (if changed) email address in a person's Commons profile as an alert to the change. If you receive this email after making these changes, no further action is required. If you have not made these changes to your profile and receive this alert, please contact the eRA Commons Help Desk immediately.

+ View All   Save All   Discard Changes

NAME AND ID   ❓

Name

*Required Field(s)

Prefix	Select One ▾	If you have a common name, please include your middle name to help uniquely identify you.
*First Name	JANE	
Middle Name		When you submit a grant, enter your name there the same way you do here.
*Last Name	AUSTEN	
Suffix	Select One ▾	

Email Address

*For account-related communications   J_Austen@sample.edu

☐ Replace other email addresses?

NIH will use this mail if you need to reset your password or if there is no other way to reach you.

By checking this checkbox, you will replace the 'Grants Communication' and 'Reviewer Correspondence' email addresses in this profile with the email address above the checkbox.

Address for Grants-Related Communication

Use contact information from current job   SAMPLE UNIVERSITY ▾

Select one of your job addresses to receive all Commons communications (by email or mail)

...or go to the Employment section of this form, where you can update the address or provide a new work address. Then save the profile and return here.

Identification

*Date of Birth   08/09/1971   📅 MM/DD/YYYY

or ☐ Do Not Wish to Provide

SSN 000-00-   1234

Your birth date helps NIH staff in identifying and managing your system records.

NIH asks that you voluntary provide the last 4 digits of your Social Security Number to accurately identify this account

Commons Privacy Notice »

Citizenship Status

*What country are you a citizen of?   UNITED STATES ▾

*Citizenship Status
- ⦿ U.S. Citizen or noncitizen national
- ◯ Permanent Resident of U.S.
- ◯ Non-U.S. Citizen with temporary U.S. visa
- ◯ Non-U.S. Citizen not residing in the U.S.

*Required for a person appointed to and supported by a NRSA or non-NRSA research training award (Trainee), institutional career award (Scholar) or research education award (Participant)

3 Demographics

The **Demographics** component of the Personal Profile allows you to view, add, or update your:

- Gender
- Ethnicity and race
- Disability

If you are in a training or career development program, you must answer questions concerning:

- Repayment of federal debt (required if you have a Trainee role)
- Disadvantaged background (required if you have a Trainee role)

All Commons users have access to the **Demographics** component of the Personal Profile.

3.1 Viewing Demographics

You can view the information in the **Demographics** component of the profile by:

- Selecting the **Demographics** link from the left side dashboard of the *Personal Profile Summary*
- Selecting the **View** button from the **Demographics** component tile header

The following information displays as read-only:

- **Gender**
- **Ethnicity**
- **Race**
- **Disability**
- **Disadvantaged**
- **Federal Debt**

3.2 Edit Demographics

Select the **Edit** button on the **Demographics** header to display all the editable fields available in this component of the Personal Profile. The following fields are available for editing:

Gender

Select the radio button for one of the options (required):

- **Female**
- **Male**
- **Do not wish to provide**

Ethnicity and Race

Select the radio button for the appropriate response to:

- **Ethnicity** (required): Select one option.
- **Race** (required): Select all that apply.

Disability

Select a response to the question **Do you have a disability?**. If Yes, select the checkbox for the disability you have. This is a required field.

Questions for Those in Training and Career Development Programs

The following questions are required for those persons appointed to and supported by NRSA or non-NRSA research training, institutional career award, or research education award.

- **Are you delinquent on the repayment of any U.S. Federal debts?**

  Select the appropriate radio button. For a response of Yes, use the text box for a mandatory explanation. Use the link provided next to this field to see examples of debts requiring a Yes response.

- **Are you from a disadvantaged background?**

  Select the appropriate radio button. Use the link provided next to this field to see the full definition of disadvantaged background.

When you are done with your edits, select the **Save All** button at the top or bottom of the profile to save your changes.

4 Employment

The **Employment** component of the Personal Profile allows you to view, add, or update your research and professional employment history for current and past employment.

The **Employment** component is considered complete if:

- PI and IAR roles: Personal Profile contains employment for the past 3 years
- Trainee roles: Personal Profile contains at least one employment entry
- Admin roles: Personal Profile contains at least one current employment entry

All Commons users have access to the **Employment** component of the Personal Profile.

4.1 View Employment

You can view the information in the **Employment** component of the Personal Profile by:

- Selecting the **Employment** link from the left side dashboard of the *Personal Profile Summary*
- Selecting the **View** button from the **Employment** component tile header

The following information displays as read-only:

- **Current Jobs**: Includes any employment entered into the profile with no end date or an end date in the future
- **Past Jobs**: Includes any employment entered into the profile with an end date in the past

4.2 Edit Employment

Select the **Edit** button on the **Employment** header to display all the editable fields available in this component of the Personal Profile.

In the edit mode of Employment, you can add, update, or remove current and past jobs.

When you are done with your edits, select the **Save All** button at the top or bottom of the profile to save your changes.

4.2.1 Current Jobs

Displays all current jobs (i.e., jobs with no end date entered) information, including:

- **Dates**: Indicates the start date to present
- **Employment and Contact Details**: Includes information such as name of the institution; department; street address; phone; email address
- **Status**: Includes information such as current affiliation with institution; whether this job has been selected as your address for communication; whether this job is your Primary Employment

From within the **Current Job** section, you can perform the following tasks:

- **Add a New Job**: Provides access for entering details for another current job
- **Edit**: Provides access for editing all details of the specific current job
- **Quick Update**: Provides access for editing basic information of the specific current job.
- **Leave Job**: Provides access for entering an end date for the specific job

4.2.2 Past Jobs

Displays all past jobs (i.e., jobs with an end date entered) information, including:

- **Dates**: Indicates the start date to present
- **Institution and Position**: Includes information such as name of the institution and position held there
- **Status**: Includes information such as your current affiliation with institution

From within the **Past Jobs** section, you can perform the following tasks:

- **Add a Past Job**: Provides access for entering details for another past job
- **Edit**: Provides access for editing all details of the specific current job

4.3 Updating Your Current Job(s)

4.3.1 Adding a Current Job

If a current job is missing from the list, you can add a new one using the **Add a New Job** button in the **Employment** component of the Personal Profile.

1. Select the **Add a New Job** button from within **Current Jobs**.

   The **Add Current Job** data fields display.

2. Enter the new job information in the following fields:

   Employer (required)

   Select the appropriate radio button.

- **I work for a company or institution outside NIH**
  - Select the **Chose from List** button to search for a select a company or institution.
  - Select the Name of Company **Change** button to change the name of the company.

- **I work inside NIH**
  - Select the institute from the drop-down list.

Start Date (required)

Enter the start date of the job in a MM/YYYY format.

End Date

Enter the end date only if not currently in the job, otherwise leave this field blank.

Job Title

Enter the position/title held at the job.

About this job

Select all applicable checkboxes:

- **This is my primary employment**
  - Choose: This job is **Full** time or **Part** time (required)
  - Choose: This is a job working directly for the federal government **Yes**/**No** (required)

- **This is a faculty teaching position**
  - Select an option from the drop-down list that best matches your academic rank.

- **This is an academic administrative position**
  - Select an option from the drop-down list that best matches your administrative position.

Your address and contact information at this job

Select the appropriate checkbox(es):

- **Use this contact information for Commons communications**
- **Use this contact information for Reviewer communications**

Enter the address information:

- **Street Address** (required)
- **City** (required)
- **Country** (required)
- **State/Province** (required)
- **ZIP Code** (required)
- **Phone** (required)

Select the appropriate checkbox(es):

- **Use this email for Commons communications**
- **Use this email for Reviewer communications**

Enter your email address in the **Email** field (required).

3. Select the **Add** button.

4. You can continue editing your profile as necessary, but you must select the **Save All** button to save the information.

4.3.2 Editing a Current Job

1. Select the **Edit** button for the current job.

   The **Edit Current Job** data fields display.

2. Enter information for the following fields:

   Employer (required)

Select the appropriate radio button.

- **I work for a company or institution outside NIH**
    - Select the **Chose from List** button to search for a select a company or institution.
    - Select the Name of Company **Change** button to change the name of the company.
- **I work inside NIH**
    - Select the institute from the drop-down list.

Start Date (required)

Enter the start date of the job in a MM/YYYY format.

End Date

Enter the end date only if not currently in the job, otherwise leave this field blank.

Job Title

Enter the position/title held at the job.

About this job

Select all applicable checkboxes.

- **This is my primary employment**
    - Choose: This job is **Full** time or **Part** time (required)
    - Choose: This is a job working directly for the federal government **Yes**/**No** (required)
- **This is a faculty teaching position**
    - Select an option from the drop-down list that best matches your academic rank.
- **This is an academic administrative position**
    - Select an option from the drop-down list that best matches your administrative position.

Your address and contact information at this job

Select the appropriate checkbox(es):

- Use this contact information for Commons communications
- Use this contact information for Reviewer communications

Enter the address information:

- **Street Address** (required)
- **City** (required)
- **Countr**y (required)
- **State/Province** (required)
- **ZIP Code** (required)
- **Phone** (required)

Select the appropriate checkbox(es):

- **Use this email for Commons communications**
- **Use this email for Reviewer communications**

Enter your email address in the **Email** field (required).

3. Select the **Update** button.
4. You can continue editing your profile as necessary, but you must select the **Save All** button to save the information.

4.3.3 Performing a Quick Update for a Current Job

Perform a quick update of a current job when you only need to update the more common items related to a job, such as your phone number, email address, and/or title.

1. Select the **Quick Update** button for the current job.

    The **Update Info** data fields display.

2. From the **Update Informantion** box, update the following fields.

    - My information has changed at this job:
        - **Phone**
        - **Email**
        - **Title**

3. Select the **Update** button.

4. You can continue editing your profile as necessary, but you must select the **Save All** button to save the information.

4.3.4 Leaving a Current Job

When you leave a current job, you can use the **Leave Job** button to update your personal profile.

1. Select the **Leave Job** button for the current job.

   The **Leave Job** box displays.

2. Update the following fields:

   - **I have left this job as of**:

     End Date (enter in MM/YYYY format)

- **Contact information at this job is currently used for**:

    <type of communication is listed if applicable>

- **What address should NIH use instead?**

    Select an option from the drop-down list.

3. Select the **Leave Job** button.
4. You can continue editing your profile as necessary, but you must select the **Save All** button to save the information.

4.3.5 Deleting a Current Job

You can remove a current job from your personal profile by using the Delete Job feature. Use this information if you do not want the job listed in your profile; deleting a job permanently removes the information. If you accidentally remove this information, you will need to re-add it.

NOTE: Do not use the Delete Job feature to indicate that you are no longer at a job. If you wish to update your profile to show a past job, use the Leave Job feature. Refer to the section of this document titled *Leaving a Current Job* on Page 31.

To delete a current job from your profile:

1. Select the **Delete Job** button for the current job.

    The **Delete Job** box displays.

2. Select the **Delete Job** button.
3. You can continue editing your profile as necessary, but you must select the **Save All** button to save the information.

4.4 Updating Your Past Job(s)

4.4.1 Adding a Past Job

If you would like to add a past job, you may do so by using the **Add a Past Job** button in the Past Jobs section.

1. Select the **Add a Past Job** button.

   The **Add Past Job** data fields display.

2. Enter the information for the following fields:

Employer (required)

Select the appropriate radio button.

- **I work for a company or institution outside NIH**
  - Select the **Chose from List** button to search for a select a company or institution.
  - Select the Name of Company **Change** button to change the name of the company.
- **I work inside NIH**
  - Select the institute from the drop-down list.

Start Date (required)

Enter the start date of the past job in a MM/YYYY format.

End Date

Enter the date (MM/YYYY) when you left this job.

Job Title

Enter the position/title held at the job.

About this job

Select all applicable checkboxes.

- **This is my primary employment**
    - Choose: This job is **Full** time or **Part** time (required)
    - Choose: This is a job working directly for the federal government **Yes**/**No** (required)
- **This is a faculty teaching position**
    - Select an option from the drop-down list that best matches your academic rank.
- **This is an academic administrative position**
    - Select an option from the drop-down list that best matches your administrative position.

3. Select the **Add** button.
4. You can continue editing your profile as necessary, but you must select the **Save All** button to save the information.

4.4.2 Editing a Past Job

1. Select the **Edit** button of the past job.

    The **Edit Past Job** data fields display.

2. Enter information for the following fields:

Employer (required)

Select the appropriate radio button.

- **I work for a company or institution outside NIH**
    - Select the **Chose from List** button to search for a select a company or institution.
    - Select the Name of Company **Change** button to change the name of the company.

- **I work inside NIH**
  - Select the institute from the drop-down list.

Start Date (required)

Enter the start date of the past job in a MM/YYYY format.

End Date

Enter the date (MM/YYYY) when you left this job.

Job Title

Enter the position/title held at the job.

About this job

Select all applicable checkboxes.

- **This is my primary employment**
  - Choose: This job is **Full** time or **Part** time (required)
  - Choose: This is a job working directly for the federal government **Yes**/**No** (required)
- **This is a faculty teaching position**
  - Select an option from the drop-down list that best matches your academic rank.
- **This is an academic administrative position**
  - Select an option from the drop-down list that best matches your administrative position.

3. Select the **Update** button.
4. You can continue editing your profile as necessary, but you must select the **Save All** button to save the information.

4.4.3 Deleting a Past Job

You can remove a past job from your personal profile by using the Delete Job feature. Use this information if you do not want the job listed in your profile; deleting a job permanently removes the information. If you accidentally remove this information, you will need to re-add it.

To delete a current job from your profile:

1. Select the **Delete Job** button for the past job.

   The **Delete Job** box displays.

2. Select the **Delete Job** button.

3. You can continue editing your profile as necessary, but you must select the **Save All** button to save the information.

5 Reviewer Information

If you have one of the following Commons user roles, you are required to complete fields within the **Reviewer Information** component of the Personal Profile:

- IAR
- PI

If you are a Reviewer using Internet Assisted Review (IAR) via the Commons system, please keep in mind that accurate Reviewer information is essential for successfully using IAR for the review process.

The **Reviewer Information** section allows you to view, add, update, and/or access:

- Your preferred method of contact for review meetings
- Your home address information
- Secure Payment Registration System (SPRS)
- Your eligibility for continuous submission

NOTE: Please remember to keep your profile updated with employment information from the last 3 years. This information is vital to NIH and its SROs for determining any conflicts of interest with applications. Employment information is maintained in the **Employment** section of your profile. for steps on completing this information.

5.1 Viewing Reviewer Information

You can view the information in the **Reviewer Information** component of the Personal Profile by:

- Selecting the **Reviewer Information** link from the left side dashboard of the *Personal Profile Summary*
- Selecting the **View** button from the **Reviewer Information** component tile header

The information displays the following fields as read-only.

- **Reviewer Correspondence**
- **Reviewer Payments**
- **Continuous Submission Eligibility Status**

You can view your Continuous Submission Eligibility status while in the view mode of the **Reviewers Information** by selecting one of the **Show Eligibility Status** links. .

5.2 Editing Reviewer Information

Select the **Edit** button on the **Reviewer Information** header to display all the editable fields available in this component of the Personal Profile.

Reviewer Communications

You must provide NIH with a means of contacting you for communications specific to review meetings, such as your initial invitation by the SRO to participate in a review meeting.

- **What address should NIH use to contact you for reviews?** Select one of the radio buttons provided.
  - **Use my work address at:**

    Select this option to use a work address that we have for you in your profile. You can select the specific one from the drop-down list.

    If the work address you want to use is not listed, it means it is not in your profile. In this case, update your **Employment** section by adding a new job, save the profile, and then return to this field to select it.

  - **Use the home address on this page**

    Select this option if you want to use the home address listed in this Reviewer Information section of the Personal Profile. When you choose this option, you must also enter your **Phone** and **Email** on the required fields that are provided.

  - **Provide a different address**

    Select this option if you wish to provide another address not already in your profile. Selecting this option displays editable address fields.

Home Address

You must provide a home address in order to be paid for your services as a Reviewer. This address should be the same one you use to file your federal income tax. All fields in this section are required.

- **Street Address**
- **City**
- **Country** (select from drop-down)
- **State** (select from drop-down)
- **ZIP Code**

Reviewer Payments

This section includes a link to the Secure Payment Registration System (SPRS). Reviewer payments are made through this system. Use the provided link to access SPRS and register your bank account and payment information there.

Continuous Submission Eligibility Status

Displays *Eligible Until <Date and Time>* or *Not Eligible* as appropriate.

Use the **What is Continuous Submission?** and **Continuous Submission FAQs** links in this

section to access information on Continuous Submission Eligibility.

Select the **Show Eligibility Status** links to view details of your eligibility based on current appointed membership or recent substantial service. Once expanded, the details can be collapsed by selecting the **Hide Eligibility Status** links.

Eligibility for Continuous Submission based on current appointed membership

Use this section to check if you are eligible based on current appointed membership to NIH review and advisory groups. Details of the current eligible committee service team(s) display including the **From** and **To** date and **Committee Name**.

If ineligible, the following message displays: *There are no eligible committee memberships available*.

Eligibility for Continuous Submission based on recent substantial service

Use this section to check if you are eligible based on recent substantial service. Choose a fiscal year from the drop-down list. When you select an option, information concerning your status

displays for that fiscal year. This includes whether you are eligible; the number of meetings in which you have participated; the details for those meetings.

Additionally, there is a link offering information on what to do if meetings are missing from the link. Select the **What do I do if meetings that I think should count are missing from this list?** link to view that information.

When you are done with your edits, select the **Save All** button at the top or bottom of the profile to save your changes.

6 Trainee Information

If you hold a Commons Trainee user role and are using the xTrain module, you have access to the **Trainee Information** component of the Personal Profile. This section of the profile allows you to view, add, or update your permanent address where you can be contacted after the training program is completed.

If you have the Trainee Commons user role, you have access to the **Trainee Information** component of the Personal Profile.

6.1 View Trainee Permanent Address

You can view the information in the **Trainee Information** component of the Personal Profile by:

- Selecting the **Trainee Information** link from the left side dashboard of the *Personal Profile Summary*
- Selecting the **View** button from the **Trainee Information** component tile header

The Trainee's permanent address information displays in this view.

6.2   Edit Trainee Permanent Address

Select the **Edit** button on the **Trainee Information** header to display all the editable fields available in this component of the Personal Profile.

The information - both the street and email addresses - you provide should be one at which you can be reached after your current trainee period ends. All fields are required.

- **Street Address**
- **City**
- **Country** (select from drop-down)
- **State** (select from drop-down)
- **ZIP code**
- **Phone**
- **Email**

When you are done with your edits, select the **Save All** button at the top or bottom of the profile to save your changes.

7 Education

The **Education** component of the Personal Profile allows you to allows you to view, add, update, and/or access your:

- Awarded and expected degree information
- Areas of Post-Graduate Clinical Training
- Eligibility for continuous submission

The **Education** component is considered complete when the profile contains at least one degree (complete or in progress).

If you have one of the following Commons user roles, you have access to the **Education** component of the Personal Profile:

- ASST
- IAR
- PI
- Postdoc
- Scientist
- Sponsor
- Trainee
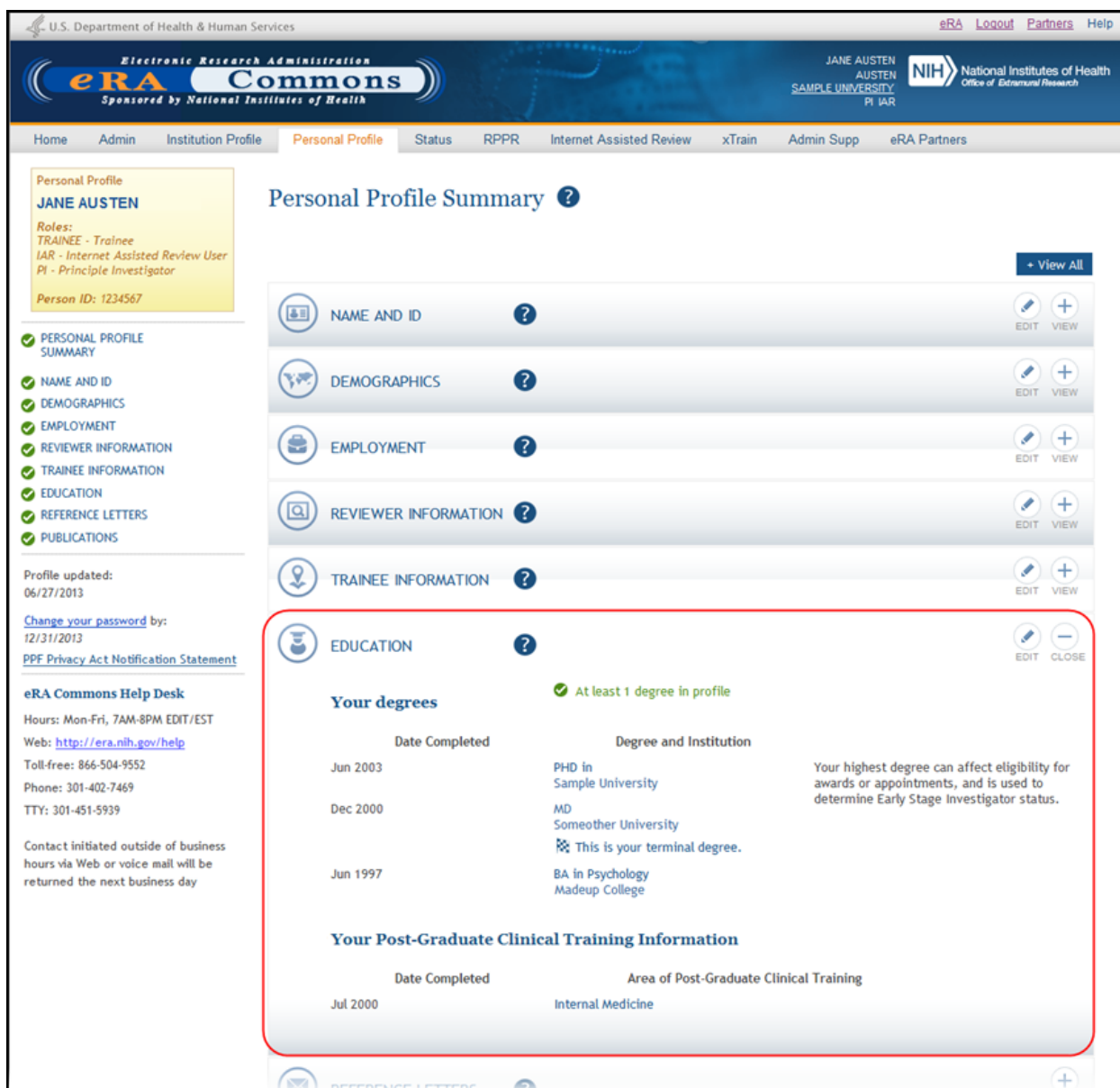
7.1 Viewing Education

You can view the information in the **Education** component of the Personal Profile by:

- Selecting the **Education** link from the left side dashboard of the Personal Profile Summary
- Selecting the **View** button from the **Education** component tile header

The information displays as read-only.

- **Your Degrees**
  Date Completed
  Degree and Institution
- **Your Post-Graduate Clinical Training Information**
  Date Completed
  Area of Post-Graduate Clinical Training
- **Early Stage Investigator (ESI) Status**

7.2 Editing Education

While in the edit mode, you can edit or delete your individual degree and/or Post-Graduate Clinical Training Information records or add new information using the **Edit**, **Delete**, and **Add a Degree** buttons.

When you are done with your edits, select the **Save All** button at the top or bottom of the profile to save your changes.

Your **Early Stage Investigator (ESI) Status** displays in edit mode. Look to the bottom of the **Education** tile to view **Your Status**.

NOTE: Select the **For translation of degree codes click here** link to open the Degree Codebook file. This link is only available while in edit mode.

7.3 Updating Your Degrees

7.3.1 Adding a Degree

You can add another degree to your profile using the **Add Degree** button in the **Education** component of the Personal Profile.

1. Select the **Add Degree** button.

   The **Add Degree** box displays.

2. Enter information for the following fields:

   Degree Name (required)

   Select your type of degree from the drop-down list or choose *Other Degree* if not available.

   For a translation of degree codes, please refer to the Degree Codebook spreadsheet located online (http://era.nih.gov/files/degree_codebook.xlsx).

   Status (required)

   Select the appropriate radio button concerning the status of your degree and enter the month/year in MM/YYYY format:

   - **Completed in**
   - **In Progress, expected**
     Choose a **Length of program in progress** from the drop-down box if your status is in progress.

   Institution (required)

   Enter the name of the institution. If outside the United States, enter the city and country in the next box.

   Is this your terminal degree

   Select the checkbox if this is the highest degree available in the field of study.

   Area of Study

   - Enter a **Primary** area of study
   - Enter a **Secondary** area of study

3. Select the **Add** button.

   -OR-

   Select the **Add another Degree** button to repeat the steps for another degree.

7.3.2 Editing a Degree

You can edit or delete existing degree information using the **Edit** and **Delete** buttons.

To edit a degree:

1. Select the **Edit** button for your degree.

    The **Edit Degree** box displays.

2. From the **Edit Degree** box, update the following fields:

    Degree Name (required)

    Select your type of degree from the drop-down list or choose *Other Degree* if not available.

    For a translation of degree codes, please refer to the Degree Codebook spreadsheet located online (http://era.nih.gov/files/degree_codebook.xlsx).

    Status (required)

    Select the appropriate radio button concerning the status of your degree and enter the

month/year:

- **Completed in**
- **In Progress, expected**
  Choose a **Length of program in progress** from the drop-down box if your status is in progress.

Institution (required)

Enter the name of the institution. If outside the United States, enter the city and country in the next box.

Is this your terminal degree

Select the checkbox if this is the highest degree available in the field of study.

Area of Study

- Enter a **Primary** area of study
- Enter a **Secondary** area of study

3. Select the **Update** button.

7.3.3 Deleting a Degree

You can remove a degree from your personal profile by using the Delete Degree feature. Use this information if you do not want the degree information listed in your profile; deleting a degree permanently removes the information. If you accidentally remove this information, you will need to re-add it.

To delete a degree:

1. Select the **Delete** link next to the degree being removed.

   The **Delete Degree** box displays.

2. Select the **Delete Degree** button.

The degree information is permanently removed from your profile.

7.4 Updating Your Post-Graduate Clinical Training

7.4.1 Adding Post-Graduate Clinical Training Information

If Post-Graduate Clinical Training Information is missing from the list, you can add a new one using the **Add Post-Graduate Clinical Training Information** button in the **Education** component of the Personal Profile.

To add Post-Graduate Clinical Training Information:

1. Select the **Add Post-Graduate Clinical Training Information** button for your Clinical Training.

   The **Edit Post-Graduate Clinical Training** box displays.

2. Update the following fields:

- **Area of Post-Graduate Clinical Training**
- **Date Completed (or expected)** in MM/YYYY format (required field)

3. Select the **Add** button.

7.4.2 Editing Post-Graduate Clinical Training Information

You can edit or delete existing Post-Graduate Clinical Training Information using the **Edit** and **Delete** buttons.

To edit your Post-Graduate Clinical Training Information:

1. Select the **Edit** button for your Post-Graduate Clinical Training.

    The **Edit Post-Graduate Clinical Training Information** box displays.

2. Update the following fields:
    - **Area of Post-Graduate Clinical Training Information**
    - **Date Completed (or expected)** in MM/YYYY format (required field)

3. Select the **Update** button.

7.4.3 Deleting Post-Graduate Clinical Training Information

You can remove Post-Graduate Clinical Training Information from your personal profile by using the Delete Post-Graduate Clinical Training Information feature. Use this information if you do not want the Post-Graduate Clinical Training Information listed in your profile; deleting Post-Graduate Clinical Training Information permanently removes the information. If you accidentally remove this information, you will need to re-add it.

To delete Post-Graduate Clinical Training Information:

1. Select the **Delete** link next to your Post-Graduate Clinical Training Information.

    The **Delete Post-Graduate Clinical Training Information** box displays.

2. Select the **Delete Post-Graduate Clinical Training Information** button.

The Post-Graduate Clinical Training Information is permanently removed from your profile.

8 Reference Letters

If you have the PI role, you have access to the **Reference Letters** component of the Personal Profile.

The **Reference Letters** component contains a list of all reference letters received by NIH on your behalf . The information is read-only and cannot be changed.

NOTE: The Personal Profile does not provide access to the actual reference letters.

You can view the information in the **Reference Letters** component of the Personal Profile by:

- Selecting the **Reference Letters** link from the left side dashboard of the *Personal Profile Summary*
- Selecting the **View** icon from the **Reference Letters** component tile header

The following read-only information displays for each letter received:

- **Date Received**
- **Reference Letter From**
- **Supporting Application**

9 Publications

eRA Commons has partnered with the National Center for Biotechnology Information (NCBI) to link NCBI's personal online tool, My NCBI, to Commons. My NCBI offers an online portal - My Bibliography - for users to maintain and manage a list of all their authored works, such as journal articles, manuscripts accepted for publication, books, and book chapters.

The **Publications** section of the personal profile provides links to the following:

- NIH Public Access website
- NIH Manuscript Submission System
- National Center for Biotechnology Information *My NCBI* tool

If you have the PI role, you have access to this component of the personal profile.

Click here for an image of the **Publications** block of the personal profile.

NOTE: Publications that have a gold lock on them in your *My NCBI* bibliography cannot be removed from the RPPR. A gold lock (🔒) indicates that the award was associated with the publication through NIHMS. To delete a citation with a gold lock, contact the NIHMS help desk through their web form which is accessible at *http://www.nihms.nih.gov/*. Additional information and instructions are also available at the FAQ found here: "*This award did not support this research*".